

DEPARTMENT OF DEVELOPMENTAL SERVICES
North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

POSTING DATE: March 28, 2011

CLOSING DATE: April 4, 2011

POSITION: Head Nurse
POSITION #: 00018628
LOCATION: Hartford Regional Center, Newington
SCHEDULE: Week 1: Friday 4p – 11:30p; Saturday and Sunday 2p – 9:30p (21 scheduled hours)
Pass Days: Monday through Thursday
Week 2: Friday and Monday 2p – 9:30p (14 scheduled hours)
Pass Days: Saturday, Sunday, Tuesday, Wednesday, Thursday

HOURS PER PAY PERIOD: Part-Time 35 hours

EXAMPLES OF DUTIES

Nursing responsibilities are consistent with Head Nurse job specifications, Quality Job Performance (QJP) standards and DDS nursing standards. Conducts nursing assessments, develops and implements nursing and/or health care plans. Provides direct nursing care as needed. Provides supervision of staff and monitors nursing services. Provides admission and discharge nursing assessments including plans for continuing care, assures nursing care programs are carried out thoroughly and on schedule. Investigates problems which have been referred by staff, other team members and department. Reviews diets and nutritional needs of clients. Maintains records of drugs used, stored and secured. Insures that nursing services comply with ICF regulations, JCAHO standards, etc. Provides nursing input for individual client programs. Acts as an important member of the Interdisciplinary Team to provide medical information and attend meetings and make reports on health status. Performs related duties as required. BLS and current driver's license. Incumbents in this class may be required to lift and restrain clients.

EXPERIENCE & TRAINING

General Experience: Two (2) years of experience as a Registered Professional Nurse.

Special Experience: One (1) year of the General Experience must have been working with the type of patients and/or clients with developmental disabilities. Note: the Special Experience is not required for the Department of Developmental Services.

Substitutions Allowed: A Bachelor's Degree in Nursing may be substituted for one (1) year of the General Experience.

Special Requirements: Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut. May be required to be fluent in a foreign language or proficient in the use of American Sign Language in certain designated positions. May be required to travel.

TO APPLY: Please complete a DDS Transfer/Promotion application (applicable to DDS employees) or a State of CT Application for Examination or Employment CT-HR-12 located at <http://das.ct.gov/employment> (applicable to non-DDS employees), including the Position # and copies of your last two performance appraisals or two letters of reference. All application materials must be received by close of business on the closing date indicated above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

SEND APPLICATIONS TO:

Department of Developmental Services—North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108
Attn: Ms. Carol Pfeifer, Human Resources
Phone: (860) 263-2618
Fax: (860) 263-2626

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.